

Friday 10th July 2020

Re: URGENT ACTION NEEDED! - Download of Tapestry Journals

Dear Parents and Carers,

We have reached the end of your child's reception year at Roebuck Academy and on behalf of the EYFS team we would like to thank you for your support, especially during the unprecedented last few months.

This year Tapestry has been our lifeline. We have been able to share our learning videos with you at home as well as enjoy looking at all the fantastic activities you have been doing at home during lockdown.

Normally at this time of year we would ask you to bring in memory sticks for us to download your child's learning journal onto. Unfortunately, we cannot do that this year. However, Tapestry allows you to download the journal yourself where it will either produce a PDF or a Zip File for you to save.

Today (Friday 10th July) we will produce the journals online and then give you permission to download the journals. Below is a link which explains how you can do this step by step.

<https://eyfs.info/forums/topic/46905-how-relatives-can-download-journals-and-media/?tab=comments#comment-436247>

This is the really important bit!

Once we have produced the journals and given permission, you then have **21 days** in which to download the journal and to save it to your computer/memory stick. Please note that during the summer holidays we will be removing your child's record from Tapestry and we will not be able to recover their journal if it is not downloaded during this period.

We ask that you try and do this during the week commencing 13th July 2020 so that we will be available to help you with any technical difficulties you may encounter.

Yours sincerely

Mrs Prosser and Mrs Solomon

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